

## **Federal**

**Subject: Title VI Requirements**

**Information:** A transit agency must obtain Title VI program approval from MDOT/Office of Equal Opportunity (OEO) before any contracts can be executed. Approval can be obtained by submitting a form entitled “Title VI/EEO Compliance Application” (Attachment A) directly to the Michigan Department of Transportation’s Office of Equal Opportunity (OEO).

**Actions Needed:**

- The Title VI/EEO Compliance Application is contained in the State Annual Application package provided by MDOT to the transit agency, or can also be requested from your Passenger Transportation Division (PTD) Project Manager.
- Complete application and submit directly to MDOT’s Office of Equal Opportunity (OEO). MDOT/OEO will inform the transit agency and MDOT’s Passenger Transportation Division (PTD) of Title VI approval. PTD is then able to execute contracts with the transit agency. Once this application is completed, submitted and approved the transit agency has permanent Title VI approval; transit agencies will rarely need to submit an application again.
- A transit agency applying for Section 5311 funds and/or Section 5310 funds must complete two additional Title VI requirements. These requirements are two forms that are also included in the State Annual Application package. One form is Attachment B, entitled, “FY200\_\_ - Title VI Information (Section 5311)” and is to be completed for Section 5311 funds. The other form is Attachment C, entitled, “FY200\_\_ - Title VI Information (Section 5310)” and is to be completed for Section 5310 funds. Attachments B and C need to be submitted each time the transit agency submits a State Annual Application requesting Section 5311 and/or Section 5310 funds.

**Federal**

**Subject: Title VI Requirements**

**Contact:      If you have any questions regarding Title VI requirements, contact  
your Project Manager.**

<b>Approved:</b>	<b>Signed By: Kip Grimes</b>	<b>09/12/2002</b>
	_____	_____
	<b>Division Administrator</b>	<b>Date</b>

**Attachments: Attachment A - Title VI/EEO Compliance Application**  
**Attachment B - FY2001 Title VI Information (Section 5311)**  
**Attachment C - FY 2001 Title VI Information (Section 5310)**

**PTD:PAS:FMU:JB**

# Attachment A

Michigan Department  
of Transportation  
0106 (10 /00)

## TITLE VI/EEO COMPLIANCE APPLICATION

Title VI of the Civil Rights Act of 1964, related statutes and regulations provide that no person shall on the ground of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds, whether schools, colleges, government entities, or private employers must comply with Federal civil rights laws, rather than just the particular programs or activities that receive federal funds.

**If you need assistance completing this form due to a physical impairment, please contact us by phone at (517) 241-4427, Fax (517) 335 - 0945 or TDD/TTY through the Michigan Relay Center at (800) 649-3777.**

COMPANY/ORGANIZATION NAME	TELEPHONE NUMBER	
STREET ADDRESS	FAX NUMBER	
P.O.BOX	CITY	
COUNTY	STATE	ZIP CODE

TYPE OF COMPANY/ORGANIZATION (Check all that apply)

☐ Prime Contractor      ☐ Supplier      ☐ Governmental      ☐ Consultant      ☐ University

Other (Identify) \_\_\_\_\_

### PROCEDURES FOR MONITORING AND IMPLEMENTING EQUAL EMPLOYMENT OPPORTUNITY PROCEDURES INCLUDED BUT ARE NOT LIMITED TO THE FOLLOWING:

- Employers/contractors must establish an Equal Opportunity Policy. Employers/contractors must accept as their operating policy the following: *It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment without regard to their race, religion, gender, color, or national origin. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship pre-apprenticeship, and/or on-the-job training.*
- The employers/contractors must designate and make known to MDOT an Equal Opportunity Officer. The individual appointed must be capable of effectively administering and promoting an active program of equal employment opportunity and must be assigned adequate authority and responsibility to do so.
- The employers'/contractors' equal opportunity policies must be disseminated to all staff members authorized to hire, supervise, promote, and discharge employees, or who recommend such action. To ensure that the policy is known, periodic meetings of supervisory and personnel office employees must be conducted not less than once every six months.

- All employees, prospective employees and potential sources of employees should be advised of the employer's/contractor's equal opportunity policy. Notices and posters setting forth the employer's equal opportunity policy must be placed in areas readily accessible to the aforementioned. The employer's/contractor's equal employment opportunity and the procedures to implement the policy must be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.
- When advertising for employees, the employers/contractors must include, in all advertisements for employees the notation: "*An Equal Opportunity Employer.*" All such advertisements must be published in newspapers or other publications having a large circulation among minority groups in the area from which the project work force would normally be derived.
- Employers/contractors must establish a process to investigate all complaints of alleged discrimination and take appropriate corrective action, including a method to inform all complainants of their avenues of appeal. Complainants should be advised of their right to file a complaint with governmental agencies (i.e., the State recipient, the Federal agency providing funds to the state recipient, the Department of Civil Rights, the Department of Justice, etc.).

For additional information regarding the completion of this form, contact MDOT, Office of Equal Opportunity at (517) 241- 4427. **A copy of 23 CFR Appendix A to Subpart A of Part 230 Special Provisions is available upon request. It provides specific information regarding equal employment opportunity responsibilities.**

**NAME AND TITLE OF THE EQUAL EMPLOYMENT OFFICER (this individual must be capable of effectively administering and promoting an active equal opportunity program and is assigned adequate authority and responsibility to carry out these duties.)**

NAME ( Please Print)	COMPANY/ORGANIZATIONAL TITLE (Please Print)
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**I certify that I will abide by the equal employment opportunity requirements outlined in this application. I also understand the provisions of Title VI and related statutes. This certification is also my assurance that I will not discriminate on the grounds of race, color, national origin, gender, age, or disability.**

AUTHORIZED CORPORATE OR ORGANIZATIONAL OFFICER	TITLE	DATE
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**NOTE: You must notify MDOT within 45 days if any of the information you provided on this application changes.**

**Please return this application to:**

**Michigan Department of Transportation  
Office of Equal Opportunity  
P.O. Box 30050  
Lansing, MI 48909**

**Do not write in the area below**

APPROVAL	DATE
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## **ATTACHMENT B**

### **FY 2001 TITLE VI INFORMATION**

Name of Applicant \_\_\_\_\_

All Section 5311 recipients must submit the following general information:

1. A list of any lawsuits or complaints naming the applicant which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits. The list should include: the date the lawsuit or complaint was filed; a summary of the allegation; and the status of the lawsuit or complaint, including whether the parties to a lawsuit have entered into a consent decree. If none, so state:

Response:

2. A summary of all civil rights compliance review activities conducted in the last three years. The summary should include: the purpose or reason for the review; the name of the agency or organization that performed the review; a summary of the findings and recommendations of the review; and a report on the status and/or disposition of such findings and recommendations. If none, so state:

Response:

## **ATTACHMENT C**

### **FY 2001 TITLE V INFORMATION**

Name of Applicant \_\_\_\_\_

All Section 5310 recipients must submit the following general information:

1. A list of any active lawsuits or complaints naming the applicant which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits. The list should include: the date the lawsuit or complaint was filed; a summary of the allegation; and the status of the lawsuit or complaint, including whether the parties to a lawsuit have entered into a consent decree. If none, so state.

Response:

2. A summary of all civil rights compliance review activities conducted in the last three years. The summary should include: the purpose or reason for the review; the name of the agency or organization that performed the review; a summary of the findings and recommendations of the review; and, a report on the status and/or disposition of such findings and recommendations. If none, so state.

Response: